



UNIVERSITY OF CONNECTICUT, SCHOOL OF LAW, HARTFORD
JOB OPPORTUNITY
SECRETARY 1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list or lateral transfer.

Location: University of Connecticut, School of Law, Hartford, CT

Job Posting No: 2017420

Hours: Monday – Friday, 8:00 AM to 5:00 PM

Salary: \$42,686.00 - \$56,009.00 Annually

Closing Date: April 14, 2017

Eligibility Requirement: Candidates must have applied for and passed the Secretary 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Knowledge of office systems and procedures; knowledge of MS Office Suite; proven understanding and use of proper grammar, punctuation and spelling; ability to be very flexible; good interpersonal skills; ability to schedule and prioritize a diverse and heavy workflow from faculty and the department; ability to operate personal computers, fax machine, photocopy machine, and scanner; ability to learn various web-based systems.

General Experience: Two (2) years' experience above the routine clerk level in office support or secretarial work.

Substitution Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Special Experience (Preferred Qualifications): Proficiency using WordPerfect; experience preparing complex manuscripts for legal publication; experience working with publishers' specific formatting and citation guidelines; work experience as a paralegal or legal assistant; experience in faculty administrative support; experience in higher education.

Special Requirement: For the Secretary 1 level, applicants must possess an active Secretary 1 exam score or currently be a Secretary 1 or have held previous status as a Secretary 1.

To meet the criteria for this position, applicants with a Secretary 1 exam score MUST upload a copy of the DAS letter validating their exam score. Applicants not submitting all the requested documentation will not be considered further for employment.

NOTE: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

See Job Posting in its entirety at UConn Careers at www.jobs.uconn.edu. Search #2017420

Application Instructions: Qualified applicants must apply on-line through UConn Jobs at www.jobs.uconn.edu and complete, in its entirety, a [UConn Application for Employment](#) which must then be attached to this job opening. Candidates not submitting a completed UConn application and the names and contact information for at least **two work-related references** will be excluded from the application review process. Review of nominations and applications will begin immediately. Priority will be given to applications received by April 14, 2017.

Additionally, interested applicants may also submit a **cover letter** and **current resume** to supplement the UConn Application for Employment. **NOTE:** a cover letter and/or resume **will not be considered as a substitution** for the UConn Application for Employment, which is required.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2017420)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 14, 2017.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.